NATIONAL ENDOWMENT FOR THE HUMANITIES

SAMPLE APPLICATION NARRATIVE

National Digital Newspaper Project

Applicant Institution: University of Florida (Smathers Library)

This sample narrative was prepared using a previous set of application guidelines. Please refer to the guidelines for the 2006 competition when preparing your application. The guidelines are at: http:///www.neh.gov/grants/guidelines/ndnp.html

2. Summary

This project will digitize (image, convert to text, and mark-up) and make available to the *National Digital Newspaper Project*, based at the Library of Congress, approximately 50 Florida newspaper titles. These titles, dating from between 1900 and 1910, represent all of Florida's major geographic regions and localities including county seats, other major cities and selected smaller municipalities.

The project targets 120,000 newspaper pages in approximately 60,000 frames of microfilm on approximately 200 reels. Target preservation microfilms will be second-generation, silver negative print-masters generated from stored first-generation silver negative camera masters. Camera masters were created to preservation standard during the *U.S. Newspaper Project: Florida* (USNP:FL) grants by the University of Florida's Preservation Department.

Digitization is to Library of Congress specification for the project. All digital images will be 400 dpi 8-bit gray-scale. All text will be generated by Optical Character Recognition (OCR) with line formation and word boxes, in column-aware formation but without article segmentation. As required by specification, text shall be delivered as OCRed, without human correction. Structural metadata shall be specific to page level and shall provide information specific to the page, issue (i.e., *enumeration* and *chronology*), specific edition (if more than one was published) and title sufficient to support calendar-based browsing. Bibliographic information, created as a USNP:FL product, will also be delivered, and provide geographic references and other information to facilitate discovery. Technical metadata, also specific to the page, shall be specific to the requirements of digital asset management as outlined by the Library of Congress, with specific technical information extracted from the TIF file header.

Deliverables will include: (a) digital master (TIF 6.0, uncompressed, 8-bit gray); (b) derivative JPEG2000; (c) derivative PDF with hidden text; (d) Text file associated with bounding word boxes; (e) structural metadata; and
(f) technical metadata; as well as (g) second-generation silver negative print master newspaper microfilm reels: the same as targeted for digitization.

Principle activities include: selection for digitization; vended digitization and OCR text-conversion; and inspection and shipment of deliverables to the Library of Congress. Ancillary activities include but are not limited to tracking measures; descriptive tasks (e.g., title scope, history & significance essays); and quality control regimes for analog microfilms, digital images, text and text files, and metadata files.

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4.0 Introduction

The University of Florida and its partners at the Libraries of the State University System of Florida (SUL), the Florida Center for Library Automation (FCLA), and the State Library and Archives of Florida (SLAF), propose to digitize (image, convert to text, and mark-up) and make available to the *National Digital Newspaper Project*, based at the Library of Congress, approximately 50 Florida newspaper titles. These titles, dating from between 1900 and 1910, represent all of Florida's major geographic regions and localities including county seats, other major cities and selected smaller municipalities. Rationale and specific methods are as follows.

4.1 History and scope of the project

Florida : 1900-1910

By the beginning of the twentieth century, Florida's population and per capita wealth were increasing rapidly. The potential of the "Sunshine State" appeared endless.

Railroads connected Florida's major urban areas, signaling the emergence of a vibrant modern society out of a tumultuous pioneer past. Wars of colonial succession, wars of "Indian Removal", and the War Between the States gave way to the development of agriculture, economic hubs, and tourist destinations. The rails brought farm hands from Georgia, Alabama and other southern states. They made the growth of in-land destinations possible. Northerners, carpet-baggers and industrialists came not only to exploit but to develop Florida. And, the railways they built to move Florida's produce to the great cities of the north brought tourists, on their return, ever further south. The rails, like the thread of a necklace, even dared to string together the pearls of Florida's Keys. Many visitors stayed on, and some moved onto land *made* from drained swamps. Real estate developments quickly attracted buyers, and Florida was sold and resold.

The history of Florida can not be told without telling the story of its "Boom", the incredible spurt of growth that even today lends its name to chapters in state history texts. The Boom, in turn, was intimately linked with the story of Florida's newspapers, which helped create, promote and report the state's new identity as southern paradise and investors' haven. The Goza and Mickler Newspaper Collections (http://web.uflib.ufl.edu/spec/pkyonge/micgoz.html) illustrate the use of reporting in Northern newspapers through 1885 to convey information about and the allure of Florida as though information, itself, were an edible commodity. These text-searchable collections, together with other textual resources in the PALMM Collections (http://palmm.fcla.edu/) reveal Florida history and Florida's relevance to the nation. Newspapers of 1900 through 1910 hold the history of a developing Florida and a developing nation that saw Florida as its playground, ate from its table, and invested heavily in its fortunes.

An elaborated Florida Timeline is available as part of the PALMM Florida Heritage Collection (http://palmm.fcla.edu/fh/outline/outline.html).

Journalism in Florida

Newspaper publishing in Florida began under British rule. After leaving South Carolina in 1783, William and John Wells published a Tory newspaper from St. Augustine before moving on to the Bahamas when Florida again came under Spanish rule the following year. Three (3) issues of *The East-Florida Gazette* survive. There is indirect evidence of a Spanish-language newspaper, *El Telégrafo de las Floridas*, having been published at Fernandina in December 1817 and described in the *Charleston Courier*.

Spain ceded East and West Florida to the United States in July of 1821. The *Florida Gazette* began publication in St. Augustine that same month, and *The Floridian* began publication in Pensacola in August of that year. By 1830, Florida's total population was 34,730, and the two counties established by Andrew Jackson as provisional governor had become fifteen.

Territorial newspapers promoted immigration and statehood. The standard source for information on early Florida newspapers is *Territorial Florida Journalism* by James Owen Knauss (DeLand: Florida State Historical Society, 1926; cf, http://purl.fcla.edu/fcla/dl/UF00002254.jpg). Knauss estimated that at least forty-four newspapers were published in Florida before the end of the territorial period and that about half of the 6,800 issues produced survived. The USNP:FL survey database created in the planning phase of the Florida Newspaper Project largely corroborates this estimate; thirty-eight records list holdings for newspapers published in Florida before 1845.

In 1845, the year of statehood, Florida's population totaled 66,000. The young state had its share of partisan newspapers, including Marianna's *Florida Whig* (1847) and *The Whig Banner* from Palatka (1846). By the time of the War for Southern Independence, the state's newspapers had become sharply political. Democratic papers like *The Southern Confederacy* from Jacksonville (1861) were countered (at least eventually) by Republican papers like *The True Southerner* from Tampa (1868). Jacksonville's Republican paper, the *Florida Union* (1864), continues today as *The Florida Times-Union*.

During the war, at least one newspaper (the *St. Augustine Examiner*) was taken over and published by Union forces. One Confederate newspaper became the state's first African-American title. Josiah Walls, who came to Florida in 1864 with the Third Infantry Regiment, United States Colored Troops, purchased *The Cotton States* from a former Union general after the war and published *The New Era* from Gainesville in 1873.

Newspapers and their publishers then went on to wield heavy influence on the political and social developments of Reconstruction. Our survey database has twenty-nine records for Civil War-era newspapers, forty-two for Reconstruction-era papers, and fifteen records for newspapers spanning both eras. *The Gainesville Sun*, this city's current daily, dates its history to *The Gainesville Times* (1876), a Democratic paper.

Established by an act of the state legislature in 1905, the University of Florida first held classes at its Gainesville campus on September 26, 1906. *The University News* was the first school newspaper. Today *The Independent Florida Alligator* serves a population in the range of 40,000.

A line drawn across the Florida peninsula from the mouth of the Suwannee River on the Gulf of Mexico to Daytona Beach creates a northern and southern division more eye-opening than the historical east-west partition. Two-thirds of the total population lived in the northern section at the turn of the century; less than a fifth of total population is there at the close of the century. Newspapers in the northern section tend to have been published continuously in stable communities for long periods; nineteen of the twenty-five agricultural titles on our survey database are located there, and eighteen date from the nineteenth century. Of 305 ethnic titles listed in the USNP:FL database, only seven are located in the northern section.

The diversity in Florida's newspapers is largely attributable to population movements into the southern section of the peninsula. Retirees and refugees have converged from numerous points, and there are newspapers serving a variety of groups and interests. For example, *Almanber* "is published monthly [at Boca Raton] in Arabic and English," *La Estrella de Nicaragua* from Miami is "the Nicaraguan newspaper of America," *The Florida Catholic* is published in six diocesan editions from its main office in Orlando, the *Hi-riser* serves "the condominium communities of Fort Lauderdale, Pompano Beach, Boca Raton [and] Highland Beach," while the *Kreyol Connection* is "the first trilingual newspaper (Haitian Creole, French and English) in Palm Beach."

A million and a half Floridians are of Hispanic origin, and 280 Spanish-language newspapers are listed on the survey database, all published in the southern section of the state and three dating from the last century. The Spanish-language *La Gaceta*, begun in Tampa in 1922, soon included an Italian-language section among its pages, recognizing fellow immigrants proficient in a language other than English.
Fifty-two African-American titles have been identified, seventy-six military titles are listed, and forty titles represent the religious press. Tracing its history back over 100 years, the *Florida Sentinel Bulletin* publishes both print and online editions of its newspaper.

Florida has several metropolitan dailies with national reputations, and nearly 900 weeklies are listed in the USNP:FL database. About 375 newspapers are currently published in Florida, where newspapers are an important medium for a multiplicity of messages.

Florida’s landmark to the importance of journalism is, perhaps, the Poynter Institute (http://www.poynter.org/). Founded in 1975 by Nelson Poynter, chairman of the *St. Petersburg Times* and its Washington affiliate, *Congressional Quarterly*, the Institute was bequeathed his controlling stock in the Times Publishing Co. in 1978. As a financially independent, nonprofit organization, the Poynter Institute is beholden to no interest except its own mission: to help journalists seek and achieve excellence. Today, the independence of newspaper media is closely guarded by thriving newspapers: among them the St. Petersburg *Times*, the Miami *Herald* and the Jacksonville *Florida Times-Union*, as well as smaller independent newspapers, such as the *Independent Florida Alligator* and *Almanber*.

Reported Significant Events of the Decade, 1900-1910

Between 1900 and 1910, Florida newspapers reported events of local, state and national importance.

Of importance within Florida, newspapers reported on the political careers of William Sherman Jennings (Governor, 1901-1905) and Napoleon Bonaparte Broward (State Representative, 1901; Health Commissioner, 1901-1904; Governor, 1905-1919; U.S. Senator, 1910). The growth and general health of agriculture was a popular topic. Newspapers specializing in agricultural news covered, among other events, the development of the Chase Company, a major shipper of Florida produce to northern markets. And, nearly every Florida newspaper carried Governor Broward's *open letter* to the citizens of Florida, which discussed prominently soil conditions and Florida's agricultural promise.

By far the most important event of the decade in Florida History to be reported was the Great Fire of 1901 that destroyed Jacksonville. At the start of the Twentieth Century, Jacksonville was Florida's largest, most industrial and most vibrant city. Key West, Miami, Pensacola and Tampa were distant rivals. Located not far from the Georgia boarder, on the major north/south rail lines, and Florida's largest port, Jacksonville was, for many, the gateway to Florida. Many of the state's influential newspapers of the decade 1900-1910 were published in Jacksonville. So, its destruction shocked Florida and the nation. Jacksonville's reconstruction and the ascendancy of its rivals during this period are well documented in these newspapers. Frequently compared to the Great Fire that destroyed Chicago, perhaps the most interesting Chicago connection is a young Frank Lloyd Wright. One of the architects of Jacksonville's reconstruction, Wright used the city to introduce a new sense of style that would later sweep the nation as the *Prairie School*. Photo-journalism and illustration appearing in the Jacksonville newspapers affords a "life-history" of the School's development.

Framing the decade, disaster was again reported in Florida newspapers. In 1909, a hurricane came ashore in the Florida Panhandle in the Apalachicola Estuary, near Tallahassee. It had devastating force and cut a northwesterly path, following the main road to Pensacola. No part of the Panhandle was left untouched. Just as this year, 2004, the storm was one of four to dig into Florida. Hurricane reporting or, rather, the reporting on the aftermath of hurricanes was major business among Florida newspapers. The most destructive southerly storm was the 1906 hurricane that deeply scarred Key West, ripped into Miami, and nearly wiped cities like Boca Raton and Palm Beach from the map. Unlike the Great Fire, little can be said of the constructive forces that followed. Floridians simply survived; it was the lure of paradise that sparked rebirth. Today, yesterday's weather news is important in modeling the behaviors of present-day storms. This information has enduring economic value to Florida.

In addition to carrying train schedules, Florida newspapers reported on rail transportation; the linking of Key West with New York via the East Florida Railway was a major feat of U.S. civil engineering. Between 1905 and 1909, they reported as well on what was considered a marvel of human engineering, the drainage of the Everglades. This news was punctuated by news of the "greatest of human achievements," 1906's progress toward completion of the Panama Canal (cf, *Pensacola Journal* (February 1, 1906) http://purl.fcla.edu/fcla/tc/fhp/SNWF000005). The Canal would revitalize Florida's shipping industry and cruising, itself, would become both an industry and a destination. Other engineering news carried reports of the Pensacola Harbor Defense Project. Development news reported on, among

others, Samuel A. Swann, Arthur T. Williams, and Fred W. Hoyt, who's Fernandina Dock & Realty Company was a model of land speculation and development.

Florida reporters documented the birth of the Florida Historical Society in 1902 and its incorporation in 1905. The Society, with its inventories of Florida newspapers and library newspaper holdings, would herald the U.S. Newspaper Project more than 60 years before the National Endowment for the Humanities launched the project, and starting almost two decades before the Library of Congress and the University of Florida began microfilming their newspaper collections for preservation.

The local news reported the every-day lives of Floridians, for example: meetings of the Melrose Women's Society; development of religious and utopian communities in Florida's far away places; the destruction of Jacksonville by catastrophic fire; and the tremendous growth of Tampa. Across Florida, growth spurred development of the middle and professional class; newspapers frequently report the opening of new offices and the development and expansion of banks. Education experienced tremendous growth; reports of the establishment of new schools, construction of new classrooms, and the expansion of higher education were frequent. Perhaps most important to the people of Florida, the news – *like amber* – preserved genealogical information. But, even local news would foretell national events. The decade's news of the State Temperance League, for example, telegraphed the rhetoric of Prohibition, though much of the rest of the nation was becoming more "Progressive". And, Pensacola's *Building News* (http://purl.fcla.edu/fcla/tc/fhp/SNWF000007) would herald a land boom across the state that would have effects, some devastating, on the U.S. economy and stock market less than two decades later. The exuberance of speculation, it seems, had become a *fact-on-the-ground*.

Florida newspapers, of course, carried all of the major news of the nation and the world. With articles copied from the newspapers of Boston, Chicago, New York, Philadelphia, and Washington, as well as London, tourists could keep up with the cold, hard facts of life at home while enjoying warm breezes on Florida's sunny shores. But, of particular importance to Florida among national news, these events: the Foraker Act of 1900, confirming that Puerto Rico was a U.S. Territory; the assassination in 1901 of President McKinley and Teddy Roosevelt's swearing in – Roosevelt's foreign adventures were of keen interest to Floridians; even reports of the Newlands Restoration Act in 1902, which authorized water projects across the West, was understood to point to the possibilities of Everglades drainage and development. (See also: PALMM *Reclaiming the Everglades*: http://everglades.fiu.edu/reclaim/ or http://memory.loc.gov/ammem/award98/fmuhtml/everhome.html). Fort Meyers' most famous part-time citizen grabbed headlines briefly in 1903, as his eleven-minute feature film, *The Great Train Robbery*, enjoyed its fifteen minutes of fame. In international affairs, the Platt Amendment and its attendant withdrawal of troops from Cuba in 1902, Panamanian independence in 1903, the addition of the "Roosevelt Corollary" to the Monroe Doctrine in 1904, the opening of the Panama Canal in 1906, and the Nicaraguan revolution of 1909 were followed closely in Florida. The events marked Florida's growing importance in U.S. foreign policy.

David Shedden, Director, Eugene Patterson Library, Poynter Institute, supplies a more detailed calendar of Journalism in Florida at http://poynter.org/florida_newsp_history. Appendix K reproduces the calendar for the years 1900-1910.

Florida's Newspaper Collections: Paper & Microfilm

The P.K. Yonge Library of Florida History (http://web.uflib.ufl.edu/spec/pkyonge/newspap.html) at the University of Florida, holds the largest collection of newspapers in the state and the state of Florida's only collection of newspapers on preservation microfilm. Collection and preservation efforts begun in 1944 called for acquisition of at least one newspaper from each of Florida's 67 counties on an ongoing basis. The library began to produce in-house microfilm copies of its Florida newspapers in 1947 and films 64 current Florida newspapers (http://www.uflib.ufl.edu/flnews/queue.html) on a regular basis today. Additional microfilm of current and back runs is purchased from commercial microform publishers, and retrospective microfilming is undertaken in-house whenever possible. The Florida newspaper microfilm collection now holds more than 10,000 reels, all preserved on polyester-based, silver-negative 35 mm microfilms stored remotely in two generations under ANSI standard conditions.

Other major print collections in the northern and western parts of the state are at the State Library in Tallahassee, reporting 454 titles; the Robert Manning Strozier Library at Florida State University in Tallahassee, reporting 286 titles; and the John C. Pace Library at the University of West Florida in Pensacola, reporting 293 titles. These collections largely overlap and complement holdings at the University of Florida.

Two major print collections in the southern part of the state are at the University of Miami's Otto G. Richter Library, a reported 324 titles; and the University of South Florida's Tampa Campus Library, reporting 112 titles. Most of the unique titles at the University of Miami constitute its Cuban Exile Collection, dating from the 1960s.

Other newspaper print collections of note in Florida are held by Miami-Dade Public Libraries, reporting 71 titles; the Fort Lauderdale Historical Society, reporting 88 titles; the Florida Historical Society in Tampa, reporting 58 titles; Hillsborough County Public Library in Tampa, reporting 59 titles; Orange County Library in Orlando, reporting 62 titles; Orange County Museum in Orlando, reporting 46 titles; St. Augustine Historical Society, reporting 46 titles.

Of the more than 2,000 titles listed in the USNP:FL database, nearly half are held by the University of Florida. All of the preservation microfilm listed for the period 1900-1910 (cf, Appendix A) is held by the University of Florida.

(*For more information on the USNP:FL project, see its web pages at http://www.uflib.ufl.edu/flnews/* . Appendix A lists titles published between 1900-1910 on preservation microfilm.)

Prior Cataloging Effort

Newspapers cataloged in the USNP:FL projects were cataloged to guidelines specified in *The Newspaper Cataloging Manual*, CONSER/USNP Edition, in OCLC and local and state catalogs, as well as in a database maintained by the USNP:FL program at the University of Florida. Online records described the details of the preservation microfilms created by the project in addition to the characteristics of the source newspapers. Holdings records, i.e., Union List records in OCLC and MARC Holdings records in local and state cataloging, were also created specific to preservation

microfilm holdings.

University of Florida Libraries' Catalog Department serials catalogers continue to maintain these records and to update them with new holdings and title changes.

Prior Preservation Microfilming Effort

Preservation microfilms listed by the USNP:FL project were those held primarily by the University of Florida. With few exceptions, each of these titles had been filmed in the course of the University's on-going newspaper preservation microfilming program prior to the USNP. Active since the 1930's, shortly after the first commercial application of microfilm, and experiencing tremendous growth after World War II, the University's microfilming program has grown into one of the largest in the nation. The program began microfilming Florida newspapers in 1947. Today, the program annually films more than 90 Florida, Caribbean and Latin American, African, and Russian newspapers, as well as several thousand monographs, in more than 600,000 exposures, nearly 400,000 of which are created in-house annually. More than half, 59, of the titles in this *continuing* program are Florida newspapers.

The program has filmed to preservation standard since 1987 when the University's Preservation Department was established. Filming practice adheres to guidelines put forth in the *RLG Preservation Microfilming Handbook* (Nancy Elkington, editor. Mountain View, CA : RLG, 1992) and all pertinent AIIM, ANSI and ISO standards for media, imaging and processing, and enclosures. The following description applies to preservation microfilm created from 1987 through today.

Every step in this program is completed by the Libraries' staff to standard and under sanitary conditions. Filming is completed in-house using two Kodak MRD-2 cameras and raw 35 mm polyester film as specified by the RLG *Handbook*. Imaged film is processed daily by the Libraries' Analog Imaging staff. And, methylene blue tests, required by the *Handbook*, are performed independently by the Jane Group (Tampa, FL). The camera master is returned to the Libraries for frame by frame inspection, editing, reshoots and splicing as necessary. The Libraries' inspection is completed using a light board outfitted for inspection of microfilm reels; microscope; densitometer calibrated with every use; skew meter; and ultrasonic welder for "archival splices." Camera masters are again inspected, this time on the light box with an eye-loop for evidence of scratching. All reels are inspected by the vendor and processed onto reels with reel ties and into clam shell boxes which meet or exceed the specifications of ANSI and RLG *Handbook* guidelines.

Inspected films are sent to Preservation Resources (Bethlehem, PA), which is responsible for the creation and testing of second-generation camera negatives under a second-generation film storage contract with the Libraries. After generating, inspecting and storing the second-generation film, Preservation Resources ships the camera master for archival storage to Iron Mountain/National Underground Storage (Boyers, PA) in separate vaults contracted by the University for first-generation camera master negative storage. Both storage facilities meet or exceed ANSI/AIIM standards for climate conditions, film duplication, etc. Preservation Department and Digital Library Center staff inspects these facilities and scientifically-valid randomly-selected reels not less than every three years as recommended by U.S. Military Specification. This inspection routine is among the tightest in the nation for preservation microfilms;

many do not inspect stored films or reacted to adverse conditions of film storage or film degradation.

All films, in all generations are logged into the Libraries' tracking systems, which also retains records of inspection, density, splices, etc. Today, there are more than 10,000 reels of Florida newspaper microfilms created under this program.

Prior Digitization Effort

Newspaper digitization is not new in the state of Florida. The earliest, in-state effort was funded by the Andrew W. Mellon Foundation from 1998 through 2001. This University of Florida project, the Caribbean Newspaper Imaging Project (CNIP: http://web.uflib.ufl.edu/digital/collections/cnip/eng/project.htm), sought to make workable low-cost methods using commercial market hardware and tools that any library could use. Though CNIP technology continues to function, it is now somewhat dated. Optical Character Recognition (OCR) software available at the time of the project was found to be unsatisfactory.

Digitization of Florida newspapers has been somewhat less organized until recently. Previous effort took place under the auspices of the PALMM Project (http://palmm.fcla.edu/). PALMM is the digital publishing project of the State University Libraries (SUL). The universities of Florida, North Florida, South Florida, West Florida each have digitized selected holdings of selected runs, the majority dating from before 1900. Effort, however, was restrained by the technical limitations of the scanning technology of the institutions, the delivery technology of the Florida Center for Library Automation (FCLA), and the display technologies of our PALMM's users in K-12 education. (Cf, Appendix B for a list of digitized Florida newspapers.)

Most institutions scanned from source documents from their special collections. The University of Florida, is the only PALMM partner with largely accessible microfilm collections and microfilm scanners (cf, Appendix C). The University of Florida was the only institution with sufficient budget to support commercial text conversion, but competing newspaper technologies and the lack of a viable delivery system prevented it from converting newspapers. Its recent purchase of Prime Recognition software and FCLA's recent adoption of Greenstone with iArchives' newspaper modifications (cf, Appendix C) made it possible to move forward.

The most recent Florida newspaper digitization effort takes the form of the on-going *Ephemeral Cities* project. Funded by the Institute for Museum and Library Services, 7200 newspaper pages are being digitized by Byte Managers and converted to searchable text by iArchives for the project (cf, Appendices B and D). These pages represent nearly the sum of extant newspapers for Gainesville, Key West and Tampa for the years 1900-1910. Digitization is generally within National Digital Newspaper Program (NDNP/LC) specification, albeit bi-tonal. And, text conversion is more specifically targeted than required but can be repurposed to meet NDNP/LC specification. These newspapers will become available as part of a PALMM Florida Newspapers Collection, scheduled for launch by June 2005.

Newspaper digitization takes place within a larger context. The State Library and Archives' Florida Memory (http://www.floridamemory.com) and the libraries of the State University System's Publication of Archival, Library and Museum Materials

(PALMM) (http://palmm.fcla.edu), as well as the Florida Electronic Library (FEL) (http://www.flelibrary.org/), organize most of Florida's digital content and Florida history in particular. Collaborative effort, marked by the birth of PALMM, is entering its fifth year. Florida's digital effort has now matured such that regional collaboration is beginning to take root. Central Florida Memory (http://centralfloridamemory.lib.ucf.edu/) is an excellent example of Florida's rapidly growing digitization capacity.

The two largest programs, the proponents of this proposal, are the Florida Center for Library Automation (FCLA) and the University of Florida's Digital Library Center (DLC). FCLA is a Title-1 Center of the State of Florida that is charged with providing library automation services to the State's universities. Its Digital Library Services Division (http://www.fcla.edu/dlini/dlinipg.html) administers the centralized technologies and services driving the PALMM Collections. Whereas FCLA administers digital content, the University of Florida's DLC builds digital library projects and digitizes content, as do the other institutions contributing to PALMM Collections. The DLC, while a unit of the University's Libraries, coordinates production and contracts with libraries, museums and other agencies across Florida and increasingly in the Caribbean.[*] In addition, to its digitization services, the DLC also provides analog services. Its in-house preservation microfilming program is the largest in the southeastern United States. And, its Newspaper Microfilming program, described above, is allied with the U.S. Newspaper Program (USNP) in Florida. The National Digital Newspaper Program: Florida is based at the University of Florida as a continuation of the USNP also based here.

4.2 Methodology and standards

4.2.1 Selection for Digitization

Selection. Advisory Board will select from among preservation microfilms, using criteria to be determined.

- An objective of selection will be to balance geography (both physical and demographic) with a reporting of events of major significance and topical importance in Florida history.
- Selection shall also favor titles on microfilm that are complete or relatively complete per known extant print copy.
- Reduction ratio shall also be factored, with preference for microfilms imaged at 20x or lower. (N.B. This data exists in catalog records and microfilm image technical reports generated during filming. Its presentation to the Advisory Board required that the list in Appendix A be augmented prior to the initial selection meeting.)
- Quality of original text and microfilm capture, as assessed by DLC Analog Imaging (quality control) staff subsequent to initial selection, shall also be taken into effect. Preference will be given to titles of higher quality.
- Preference will also be shown to microfilms, as assessed by DLC Analog Imaging Unit (quality control) staff subsequent to initial selection, with resolution test patterns readable at 5.0 or higher or comparable as estimated by the Units most experienced staff using the "Quality e" method.

[*] Cf, Appendix E, *initial statement regarding the DLC*.

(The Advisory Board, *outside the requirements of NDNP*, will also establish criteria for selection of microfilms of 1900-1910 not meeting preservation standard and a funding plan for this work. N.B. *This work additional task is not budgeted for this project*.)

Records. Using the University of Florida's cataloging system, ExLibris/Aleph, Digital Library Center staff in collaboration with Catalog Department staff will compile CONSER/USNP compliant MARC21 catalog (and holdings) records into a database with UTF-8 character encoding for shipment to the NDNP at the Library of Congress.

Essays. Also during the selection process, members of the Advisory Board who work in Florida History Collection, together with DLC staff, will complete the following essays:

- *"A history of Florida's newspapers from 1900-1910"* (1000 words);
- "[Title (place of publication)]: *history and significance*" (250 words, including scope and contents notes)

4.2.2 Tracking & Preparation for Digitization

DLC Copy Control/Tracking Unit staff will initiate purchase orders for the generation of second-generation negatives from the first-generation camera-master negative.

- The first-generation camera-master negative storage agency, Iron Mountain/National Underground Storage (Boyers, PA). This work will proceed under existing contract with the agency, awarded under State of Florida law.
- Second-generation negatives will comply, under contract terms, with the requirement of the *RLG Preservation Microfilming Handbook* (Nancy Elkington, editor. Mountain View, CA : RLG, 1992), and initial inspection will occur at the storage agency by its staff.
- Second-generation negatives will be shipped to the DLC, and its Analog Imaging (quality control) staff will then perform a secondary inspection, completing a microfilm technical inspection report (MTIR) which will then be logged into the DLC Tracking database (for subsequent reports to the digitization vendor, DLC Quality Control Unit staff, and to the NDNP at the Library of Congress.
  - This inspection shall be compliant with routines published in the *Handbook*, and shall note background density and other information as recommended. Cf, *the Work Plan below for additional detail; we have devised confidence testing methods using control sets*.

4.2.3 Digitization & Text Conversion

Microfilm frames will be imaged, rotated as necessary into right reading orientation, split into individual pages as necessary, assigned sequential file names with associated structural metadata supplying printed section/page numbers. Specifications for this process follow:

- **Imaging.** Grayscale (8-bit) imaging at 400 dpi from second-generation negative preservation microfilm.
  - Hardware used *reads* background density from the microfilm, using this information to establish an average light setting for high-speed conversion.
  - Whenever possible, hardware will scan for blow-back to source page dimensions. (N.B. This is *not* possible only in rare cases, *usually* when reduction ratio changes within a reel.)
  - The vendor's software reads image background density and compensates for light imbalances and other similar defects not readily apparent during traditional preservation microfilm inspection.
  - Software also deskews images (greater than 3^0) and crops black edges in preparation for optical character recognition (OCR).
  - Image out-put shall be uncompressed TIF (6.0), from which JPEG2000, PDF and text derivatives of the same name shall be processed subsequently.
    - There shall be one digital image per page with associated technical metadata (per NDNP Library of Congress specification will be compiled for each file).
  - The vendor has been instructed to image standards-based target film strips at the start of each reel and to supply these images with page images. Targets will include (but are subject to change pending instruction from the Library of Congress):
    - RIT Alphanumeric Test Object or comparable equivalents: AIIM Scanner Test Chart #2 or IEEE Facsimile Test Chart, and
    - Kodak grayscale target or a spatial frequency response target

  Microfilm targets shall be imaged in addition to pages. They will receive sequential file names consistent with their placement in the microfilm, but metadata shall mark them as extraneous data to the publication.
- **Optical character recognition (OCR)**, using multiple voting OCR engines, producing otherwise uncorrected text, with word-bounding boxes and zoned for column recognition, but without other segmentation.
  - There shall be one text file with UTF-8 character encoding (and no graphic elements) per page and metadata shall reference the specific page image to which any given text file is associated.
    - And, text in columns shall be presented in natural reading order, *column-by-column*.
    - As possible, the vendor shall also supply confidence level data at the character, word, line and/or page levels.
  - PDF derivative, with hidden text and metadata referencing the source publication, date and page number, shall be generated at this point.
  - Bounding box data supplied by iArchives are defined by pixel coordinate referencing (with in association with the digital master at 100%) for the upper right (*x* and *y*) and lower left corners (*x* and *y*) of the word box, expressed as parenthetical expressions. It is within both the vendor and the DLC's capability to adopt alternate bounding box expressions as required by the NDNP at the Library of Congress.

- **Metadata.**
  - Structural Metadata, for each image, shall be provided for titles, editions, issues (enumeration and chronology/date), sections, and pages, but no lower level (e.g., article, by-line, date-line, illustration, etc.) definition, as necessary to support a calendar-based browsing interface.
  - Technical Metadata, for each image, shall be provided consistent inasmuch as possible with the mandatory requirements of Z39.87-2002 (or later) : *Data Dictionary for Technical Metadata for Digital Still Images*, including information derived from the TIFF header (and tags required of Library of Congress contractors [http://memory.loc.gov/ammem/prpsal/attach5.html]).
    - We propose to ship information specific to the source microfilm bundled with this digital image technical metadata, compliant with the recommendations of NISO Standards Committee AU/Z39.87 : *Data Dictionary for Technical Metadata for Digital Still Images* (of which the NDNP:FL Principal Investigator, Erich Kesse, is a committee member). However, it is within our ability to ship technical metadata relative source microfilm characteristics separately if requested by the Library of Congress.
  - Administrative Metadata, for each image, shall document actions and responsibilities for the various processes applied by this project.
  - Bibliographic Metadata, (expressed in associative structure of XML) for each image, will be provided in a record structure as required by the Library of Congress (cf*, Product Wrapping/Directory Structure*, below; see also Library of Congress Technical Specifications at http://www.loc.gov/ndnp/ndnp_techguide.pdf).

The product, including all by-products, shall be supplied to the National Digital Newspaper Program (NDNP) at the Library of Congress.

- **Product Wrapping/Directory Structure.**
  All product (images, text, and metadata) shall be organized into a hierarchical directory structure sufficient for identification and differentiation of the various product types. While the exact structure is to be negotiated with the NDNP at the Library of Congress, we propose the following. (*Additional detail to be provided/negotiated following award.*)
    - Title
      - Edition
        . . . (*intervening bibliographic/publication hierarchy*)
          - Section
            - Target Film Strip (*as applicable*)
            - Page
              - TIF*
              - JP2*
              - PDF*
              - Text*
              - Metadata (*structural, technical, administrative*)*

  **Files associated with any given page shall share the same file names*.

- It is our preference to supply metadata with the image products (TIF, JPEG2000 and PDF with hidden text) in XML files. But, it is within our ability to provide them also or later, upon request, in tab-delimited, MySQL, MS-SQL, or MS Access formats. (It will be provided to the Florida Center for Library Automation (FCLA) in MXF (METS compliant XML) files.)

(The University of Florida will also contribute the product to the PALMM Florida Newspapers Collection, for deployment within Florida and for query in combination with resources in other PALMM Collections. This secondary use, which will support lower level definition, is viewed as providing a test-bed for an eventually expanded NDNP interface as it builds toward consensus on what the national historic newspaper mark-up (DTD: *document type definition*) should be. This product will also be shared with the Florida Electronic Library. N.B. *These activities will be completed with state funds and are not budgeted for this project*.)

(The University of Florida and its PALMM partners also plan to contribute repurposed existing digital newspaper images (cf, Appendix B), on its own timetable, to the Library of Congress outside this NDNP project. N.B. *This activity will be completed with state funds and are not budgeted for this project*.)

4.2.4 Quality Control

See, *Workflow, section 4.3.4, Quality Control*.
In accord with Library of Congress specifications for NDNP projects, we propose not cropping or other image modification during quality control.

JPEG2000 images (.JP2) are derived at this point by DLC Quality Control application (cf, Appendix C), currently using the Adobe Photoshop implementation of the JPEG2000, Part 1 (or ISO-15444) standard. (N.B. *Actual compression/quality, optimization, tile size, etc. can be set as instructed*.)

4.2.5 Delivery & Deployment

Using the MARC records database compiled earlier, Systems Department DLC support staff will ensure association of records with structural metadata for images compiled throughout the processes described above.

4.3 Work plan

4.3.1 Selection for Digitization

4.3.1.1 Digital Library Center (DLC) staff prepares lists of newspapers on preservation microfilm; compiling detailed holdings; bibliographic information; brief historical information about individual titles, cities and counties of publication.

- Compiled bibliographic and holdings records will be communicated to the Library of Congress' National Digital Newspaper Program.

4.3.1.2 Advisory Committee (cf, 4.4.1) uses the list to select newspaper microfilms (titles and years) for digitization.

4.3.1.3 Select task force of Florida historians on the Advisory Committee draft requisite essays on the importance and character of individual titles.

4.3.2 Tracking & Preparation for Digitization

4.3.2.1 DLC staff (tracking) logs newspaper titles and reels into tracking systems.

4.3.2.2 DLC staff (analog imaging) initiates duplication of first-generation microfilms from storage vendor and receives and reviews supplied product.

4.3.2.3 DLC staff (analog imaging) logs second-generation microfilm characteristics (e.g., density etc. per NDNP:LC specifications) for use by imaging vendor and quality control.

4.3.2.4 DLC staff (digital imaging) creates a control set of digital images created internally for use in quality control and by the digitization vendor, from second-generation microfilms using Mekel 525GS and modifies logs. Control set is not less than 5% and not greater than 10% of microfilm frames. Control set will be assessed by analog and digital imaging staff.

4.3.2.5 DLC staff (tracking) prepares packing lists and ship to digitization vendor.

4.3.3 Digitization & Text Conversion

4.3.3.1 Vendor (ByteManagers) receives and digitizes microfilms per NDNP:LC specification (cf, *Methodology*, above).
It communicates with DLC imaging unit staff and provides periodic samples via FTP of work as it proceeds. The DLC has allocated one of its four FTP servers for this project.

4.3.3.2 Vendor (iArchives, subcontractor) receives digital images from ByteManagers and generates searchable text (*word bounded*) together with requisite PDFs with hidden text.
It communicates with DLC text conversion and mark-up unit staff and provides periodic samples via FTP of work as it proceeds. The DLC has allocated one of its four FTP servers for this project.

4.3.3.3 Vendor returns second-generation microfilm to the DLC.

4.3.4 Quality Control

4.3.4.1 DLC staff (tracking) receives product from the vendor, iArchives (as ByteManagers subcontractor), via FTP and microfilm via parcel service.

4.3.4.1.1 DLC staff (tracking) logs product receipt and moves product to DLC production servers.

4.3.4.1.2 DLC staff (quality control) uses the DLC quality control application (cf, Appendix C), which generates JPEG2000 images (.JP2) from the TIFs and allows review of images as well as general bibliographic and structural metadata; staff accepts or rejects image product. (*No cropping or other image manipulation will be performed.*)

4.3.4.1.3 DLC staff (text) uses the DLC text control application to evaluate the product (text and PDF with hidden text). Accepted product is passed on. Declined product is returned to vendor for reprocessing.

4.3.4.2 DLC staff (tracking and programmers) creates final packages (TIF, PDF, text, JPEG2000, metadata [technical, structural, bibliographic, essays, etc.]).

4.3.5 Delivery & Deployment

4.3.5.1 DLC staff (programmers) prepare and archive final packages

4.3.5.1.1 CD archiving (Mitsui gold), with archive listed (using "*DLC Filesort*" software: separate database) MD5 checksum

4.3.5.1.2 FTP to FCLA Digital Archive (http://www.fcla.edu/digitalArchive/index.htm), with archive listed (separate database) MD5 checksum

4.3.5.2 Florida Center for Library Automation (FCLA) Digital Library Services staff performs secondary review of packages, return errors in them to the DLC and pass accepted packages on.
N.B. The State of Florida intends to keep and mount a local copy for cross collection text searches in its own PALMM Collections and for subsequent tag enhancement, for integration and use with it Ephemeral Cities/ Geographic Interface Systems geo-temporal referencing systems. Services and workflow supporting this additional use are not given here, nor are they budgeted for this NDNP:FL project.

4.3.5.3 UF Serials Cataloger creates catalog records, consistent with CONSER practice for electronic serials, in the UF, state and OCLC catalogs for digital versions.

4.3.5.4 Packages are sent via FTP (or other subsequently agreed upon means) to the Library of Congress.

4.3.5.5 DLC staff (tracking) generates packing lists and send second-generation microfilms to the Library of Congress, each reel barcoded using barcodes supplied by the Library of Congress.

4.3.5.6 **Assessment.** Once deployed, regardless the National Digital Newspaper Program Collection or the locally deployed Florida Newspaper Collection, the Advisory Board and the institutions they represent, together with consultants forming an Assessment Team, will assess the collections and their performance from user surveys and reports.
An Assessment Team will create and utilize assessment tools, report findings, and issue recommendations. Assessment will be conducted in a variety of libraries (school, public and academic) in a variety of locations. It will also assist the Advisory Board with publicity planning.

4.3.6 Time Table & Targets

(prior to) 2005 May	Microfilm Duplication initiated and received by UF. (*See note for this item in Budget Year 1.*)
2005 May	Compilation of MARC bibliographic and holdings records *Target completion → 2005 July (latest date)*
	Deployment Assessment Team begins preparing presentation on E-Newspaper interfaces for Board meeting

2005 May – *(continuing)*	Begin drafting Florida Newspapers/Journalism essay *Target completion → Advisory Board Meeting*
	Begin drafting essays for individual newspapers *Target completion → Advisory Board Meeting*
2005 June *latest date*	Begin making supply purchases (DVD, Tape, etc.) *Assumes near budget release*
2005 June	Advisory Board meeting
2005 July *latest date*	Communicate MARC records to NDNP @ Library of Congress
2005 July	Preliminary selection complete *Substantial agreement draft* Florida Newspapers/Journalism essay
2005 July – *(continuing)*	Begin reviewing microfilm quality/assessment & log findings *Includes generation of control sets (4.3.2.4);* *Target completion → rate of not less than 20 reels per month*
	Deployment Assessment Team completes tool and begins survey of user expectations vis-à-vis digital newspaper interface (*with pretest and modification of tool*)
2005 August	Final selection completed
	Final draft Florida Newspapers/Journalism essay *Submit draft to NDNP @ Library of Congress*
	Shipment to Digitization Vendor, 1st 20 reels (*minimum*) *Shipments proceeding thereafter at a rate of at least 20 per month until completely shipped.*
	Substantial agreement draft essays for individual newspaper titles sent to Vendor P*roceeding thereafter at a rate consistent with shipments until completed*
2005 Nov.	Shipment from Vendor, 1st 20 reels (*minimum*)
	Final essays for individual newspaper titles shipped from Vendor P*roceeding thereafter at a rate consistent with shipments until completed*
2005 Dec.	Quality Control review of Vendor shipment. *Includes assessment against control set targets (4.3.2.4);* *Proceeding thereafter at a rate of at least 20 per month until project is completed. N.B. State of Florida law requires certification within 15 days of receipt.*

2006 January *latest date*	Complete metadata/file packaging *Includes generation of XML, final file arrangement into hierarchical directories, and final package review;* *Proceeding thereafter at a rate of at least 20 per month until project is completed.*
2006 May *latest date*	Shipment of digital products to NDNP @ Library of Congress *Representing one half (½) of total production* *If not completed earlier.*
	Final Shipment to Digitization Vendor *If not completed earlier.*
2006 May	Advisory Board meeting *Review progress, plan continuation, publicity planning, etc.*
2006 June	Preliminary publicity plan
2006 July	Final Shipment from Vendor *If not completed earlier (excluding work returned)*
	Final publicity plan *Send to UF Libraries Public Relations Office* *Order graphic designs for posters, bookmarks, etc.*[†]
2006 August	Deployment Assessment Team begins assessment of the (state and) national deployments *Target completion → 2006 December, with a plan for distribution to various state groups: teachers, FLA, SFA, etc.*
	Preliminary continuation plan *Addresses expanded years, geographic coverage, and film not meeting preservation standard; as well as fiscals;* *May include a legislative agenda*
2006 October *latest date*	Final continuation plan *Including firm fiscals*
2006 Nov.	Preliminary review of promotional materials by Advisory Board
2006 Dec.	Final Shipment from Vendor (*"re-shoots" as necessary*) *If not completed earlier (excluding work returned)*

[†] Creation of promotional materials is routine for PALMM Collections. Sample materials can be found on-line at http://palmm.fcla.edu/promo.html. Designs created for the collection deployed in Florida can be modified easily to promote the national collection. *Cost is not included in budget.*

2007 March *latest date*	Quality Control & Metadata/Product packaging continue as necessary.
	Shipment of digital products to NDNP @ Library of Congress *Representing second half of total production* *If not completed earlier.*
	Deployment Assessment Team begins secondary assessment of the (state and) national deployments *Target completion → 2007 May*
2007 April	Deployment Assessment Team issues second major series of reports, findings, recommendations.
	Advisory Board issues final assessment.
2007 May	P.I. Issues final report

4.4 Staff

An Organizational Chart and Curricula Vitae for staff listed in this Section are found in Appendix E.

4.4.1 Selection for Digitization

Project Administration will be the responsibility of Erich Kesse, assisted by Stephanie Haas. Mr. Kesse has directed the Digital Library Center at the University of Florida since 2000. He has been the lead on several digitization grants, co-founded the PALMM project, and served on several standards committees for both analog and digital media as well as technical and administrative metadata. Previously, from 1987, he chaired the George A. Smathers Libraries' Preservation Department including its microfilming (i.e., *Reprographics*) unit. The Reprographics Unit merged into the Digital Library Center in 2004; newspaper preservation microfilming continues to represent more than 90% of that unit's production. Ms. Haas has served as the Center's Assistant Director since 2000. From 1989, she served as a collection manager in the sciences.

Mr. Kesse will provide general and technical project direction, liaison with the Library of Congress and the Florida Center for Library Automation, and serve as lead vendor contact. Ms. Haas will coordinate internal staff in all other areas of production. They, in turn, will be assisted by two consultants: Martha Hruska and Priscilla Caplan. Ms. Hruska, Smathers Libraries' Director for Technology Services and coordinator of the USNP:FL newspaper microfilming project, will liaison the USNP:FL and NDNP:FL programs, continuing to assist in state-wide outreach, and will also have an ex-officio role on this project's Advisory Board. Priscilla Caplan, Associate Director for Digital Library Services at the Florida Center for Library Automation (FCLA), a recognized expert in digital libraries and metadata. will serve as a consultant on metadata. Mr. Kesse and Ms. Caplan will liaison with the Library of Congress and attend NDNP meetings in Washington.

An Advisory Board, with responsibilities, as appropriate to the member, for NDNP:FL project oversight, selection for digitization, and contextual description of newspaper titles, will consist of the following members:

- Mr. Barry Baker, Director of Libraries, *University of Central Florida*;
- Dr William P. Conniff, Director, *Panhandle Libraries Access Network*;
- Dr. James Cusick, Curator, *P.K. Yonge Library of Florida History*, *University of Florida*;
- Dr. Althea Jenkins, Director of Libraries, *Florida State University*;
- Mr. Mark Flynn, Director, *Florida Electronic Library*;
- Dr. Mark Greenberg, Director, *Florida Studies Center*, *University of South Florida*;
- Mr. Raymond Neal, Senior Librarian, *Florida Collection*, *Jacksonville Public Library*;
- Ms. Arva Moore Parks, Florida writer and illustrator;
- Mr. David Shedden, Director, *Eugene Patterson Library*, *Poynter Institute*; and
- Ms. Barbara Stites, Director, *Southwest Florida Libraries Network*;

4.4.2 Tracking & Preparation for Digitization

Preparation for digitization, including the creation of tracking records and work orders, as well as relations with the camera master storage and duplication vendor, Iron Mountain/National Underground Storage, is the responsibility of Nelda Schwartz and Will Canova.

Ms. Schwartz will also liaison with Naomi Young, serials cataloger, Smathers Libraries' Catalog Department on bibliographic issues. Before assuming a "gate keeping" and data management role in the Digital Library Center, Nelda served as Reprographics Unit Head in the Preservation Department and, earlier, managed its Brittle Books Program. She is a veteran of several large preservation microfilming projects, most recently the Baldwin Children's Literature project and the U.S. Agricultural Information Network : FL project. Ms. Schwartz will compile metadata, prepare project schedules, and process microfilm reproduction invoices.

Mr. Canova will liaison with the microfilm storage and reproduction vendor, supervise second-generation microfilm quality control, and manage shipments of microfilm to the digitization/text-conversion vendor. Mr. Canova manages analog reprographics and duplication services for the Digital Library Center, including its in-house microfilming and microfilm processing services.

Quality Control review of control sets will be supervised by the Imaging Unit head, Randall Renner, and include his units section heads: Will Canova (analog imaging) and the incumbent digital imaging section head. Mr. Renner will also serve as primary liaison with the vendor for image quality issues.

4.4.3 Digitization & Text Conversion

The University of Florida is undergoing devolution from state government and its purchasing systems are currently in migration to PeopleSoft systems. As a result, there was insufficient time to conclude a formal bid process. Selection

of the imaging and text conversion vendor is based on response to blind RFI, pending formal bid. It is our intent, a requirement of state law, to complete this process and to award the project to the most competent bidder with the lowest price.[‡] RFP/bid is based on specifications outlined in *Methodology*, above.

The University of Florida and a preliminary project discussion team elected to vend these services rather than to provide them in-house. Based on RFI pending formal bid, we elected the ByteManagers and iArchives partnership. This partnership currently provides similar newspaper conversion services for our IMLS-funded *Ephemeral Cities* project.

The primary contractual partner will be ByteManagers which will subcontract text conversion to iArchives. Contractual relations will be with ByteManagers. Microfilm conversion will be the responsibility of ByteManagers. Text-conversion with bounding words will be the responsibility of iArchives. Each partner will be responsible for metadata associated with their component. This relationship continues to work well in the *Ephemeral Cities* project.

4.4.4 Quality Control

Jane Pen and Gus Clifton, together with an incumbent to be hired for a currently vacant digital imaging position, will provide quality control.

Jane Pen has managed the Digital Library Center's Quality Control Unit for more than two years, following a prior assignment in the Center's Imaging Unit. The Quality Control Unit will review images and associated metadata returned from the vendor to ensure product meeting specifications. She will be assisted by the incumbent digital imaging unit head, who will use the Center's Mekel 525GS microfilm scanner to create control sets (cf, 4.3.2.4) from microfilms selected for digitization. Review is assisted by automation, programmed and maintained by the Center's two programmers. Errors will be reported to Randall Renner, who will communicate with the Vendor for error correction.

Gus Clifton has managed the Center's Text Conversion and Mark-up Unit for approximately one year, following a prior assignment in the Reprographics Unit, where he supervised newspaper microfilming. His Unit will review text and text-bound (i.e., PDF) products and associated metadata returned from the vendor. His Unit will use the Center's PrimeRecognition and other software to create control samples for comparison against returned product. Mr. Clifton will also serve as primary liaison with the vendor for text quality issues.

4.4.5 Delivery & Deployment

Delivery and deployment activities, including final metadata and image packaging, will be the responsibility of the Digital Library Center's programmer for data systems, Mark Sullivan. Lu Ai, Librarian with the Digital Library Services Division at the Florida Center for Library Automation, will provide

[‡] The University of Florida's Digital Library Center has had good relations and successful large projects with most of the vendors responding to our RFI.

independent secondary review of the final package and products and deliver them to the Library of Congress.

DLC programmers, Mark Sullivan and Ying Tang, administer DLC FTP and production servers. They are assisted by other Smathers Libraries' Systems Department Staff, Will Chaney, who will manage nightly back-ups of these servers. Data on DLC servers is backed-up nightly and backups retained until data is archived to Mitsui gold-based DVD[§], archive listed with MD5 checksum, and FTPed to the FCLA Digital Archive (http://www.fcla.edu/digitalArchive/index.htm).

DLC tracking supervisor, Nelda Schwartz, will be responsible for shipping second-generation microfilms to the Library of Congress.

Assessment Team. An assessment team comprised of staff from both the University of Florida and Florida State University, will, will consult with the Digital Library Center, the Advisory Board and their institutions, to design and conduct surveys of user attitudes and research methods and assess interface behaviors facilitating use and research in particular. Team members include, at the University of Florida, Marilyn Ochoa, Reference Librarian for Digital Services, and, at Florida State University, Robert H. McDonald and Bridget Turnipseed. Ms. Ochoa is Reference Librarian for Digital Services and Collections. Mr. McDonald is Assistant Director for Technology. And, Ms. Turnipseed serves as E-Resources Librarian. Each of these consultants has experience and research interests in human computer interaction.

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§ Mitsui gold-based DVDs only recently came on the market in the U.S.A. Manufactured in Pennsylvania, these DVD-R disks meet the DVD specification (ECMA-267 – ISO/IEC 16448). The Authoring specification is generally accepted by digital archivists for disk storage.